

Memorandum

Albuquerque Operations Office

DATE: March 17, 2000
REPLY WMD
TO:
SUBJECT: Second Quarter Fiscal Year 2000 Data Collection Guidance for the *Pollution Prevention Progress Report*
TO: Those on Attached List

On April 28, 2000, second quarter ***Fiscal Year 2000*** Site Accomplishments, for the period of January through March 2000, will be due to the Pollution Prevention Team, EM-22, for use in the *Pollution Prevention Progress Report* (also referred to as the "Quarterly Report"). The Web site will be open for data collection beginning April 4, 2000. The Accomplishments will also be used in the *Annual Report of Waste Generation and Pollution Prevention Progress 2000* (referred to as the "Annual Report").

Please note that beginning with the first quarter *Pollution Prevention Progress Report*, publication is by fiscal year (instead of by calendar year as in previous issues). This change has been made to match the planned fiscal year format of the *Annual Report of Waste Generation and Pollution Prevention Progress 2000*.

Another change for this and subsequent Quarterly Report data collection processes is that this Memorandum and all instructions, including the *Quarterly Guidance* for reporting data for the Fiscal Year 2000 Quarterly Report, are now posted on the EM-22 Web site at <http://twilight.saic.com/wastemin> (click on the Data Collection button, then click on the Quarterly Guidance button). Use of the Quarterly Guidance is important to ensure that all sites correctly capture and report the required data. Please read it and use it to ensure that all data fields are completed. New instructions for this quarter are indicated in **bold, underlined italics**.

If you have questions or need assistance, please contact Christina Houston at 505-845-5483 or Mike Sweitzer at 505-845-4347.

Original Signed By

Mike Sweitzer, Manager
AL National Pollution Prevention Program

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